

TOWN OF PORT MCNEILL  
APPLICATION FOR BUSINESS LICENSE  
Bylaw No. 699, 2020 , Business License Regulation



Port McNeill Town Office  
PO Box 728, V0N 2R0  
reception@portmcneill.ca  
250-956-3111

Business Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

Owner Name \_\_\_\_\_ Telephone \_\_\_\_\_

Owner Name \_\_\_\_\_ Telephone \_\_\_\_\_

Business Location (Civic/Street Address/Box) \_\_\_\_\_

\_\_\_\_\_ (Civic address must be clearly displayed on the outside of business)

Brief Description of Business/Business Activities \_\_\_\_\_

\_\_\_\_\_ Zoning \_\_\_\_\_

In Case of Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

**Calculation of Annual License Fee** (after July 31, 50% of annual cost)

<b>Non- Profit Licence</b>		\$0	<input type="checkbox"/>
<b>Number of Employees</b>	0-3 (including Home-Based)	\$80	<input type="checkbox"/>
	4-10	\$120	<input type="checkbox"/>
	11-25	\$180	<input type="checkbox"/>
	26-49	\$270	<input type="checkbox"/>
	50+	\$400	<input type="checkbox"/>
<b>Special Events</b> (including Farmers' Market)		\$300	<input type="checkbox"/>
<b>Non-Resident Business</b>		\$80	<input type="checkbox"/>
<b>Transfer of license</b>		\$25	<input type="checkbox"/>

Note – Home-Based Businesses  
Need to Complete the  
Home-Based Business License  
Application Addendum

Former Owner \_\_\_\_\_ New Owner \_\_\_\_\_

**3 or more Residential Rental Units/Spaces** – Number of employees\* plus \$5.00 per residential rental space

Total No. of Units \_\_\_\_\_ Total Fee \_\_\_\_\_

**Commercial or Mall Rental Spaces** – Number of employees\* plus \$5.00 per commercial rental space Total No. of Spaces \_\_\_\_\_

Total Fee \_\_\_\_\_ \*Employees of the ownership company

**Acceptance of this application does not signify its approval**

I \_\_\_\_\_, hereby apply for a license with particulars stated as above, which  
I declare to be true and correct. I undertake, if granted a license, to comply with all obligations and bylaws of the Town of Port  
McNeill.

\_\_\_\_\_  
Applicant's Signature

**Office Use:** Fee Paid \_\_\_\_\_ Full Year  Part Year (Aug-Dec)

License No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

Approved by \_\_\_\_\_ Signature \_\_\_\_\_

Notes: \_\_\_\_\_



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## BUSINESS LICENSE APPLICATION Home Based Business

To be completed in addition to Application for Business License

Business Name: \_\_\_\_\_

Business Location (civic/street address): \_\_\_\_\_

A Home Occupation is any business permitted in residential areas under the provisions of the Home Occupation regulations set out in the Town of Port McNeill Zoning Bylaw No. 705, 2021 and any amendments thereto.

### Part 8: Home Based Business

**8.1** A home-based business may be carried on in any zone subject to the following provisions:

- a. It shall be carried on by a person or persons residing on the premise, and shall not employ more than one person that does not reside on the premise;
  - i. And in a rented premise the landowner, manager or agent shall authorize in writing the tenant to obtain a licence and such authorization shall be submitted prior to issuance of a licence.
- b. All business shall be confined to operate within the primary residence located on the premise noted on the application.
- c. The business portion shall not exceed twenty percent (20%) of the floor area.
- d. It shall not disrupt neighboring residents as set out in the Town of Port McNeill's Nuisance Bylaw and amendments.
- e. The total display area of the outdoor advertising at the premise shall not exceed 186 m<sup>2</sup> (2 sq. ft.).
- f. There is ample off-street parking provided for all personal and business vehicles and business patrons as per the Town of Port McNeill Zoning Bylaw and amendments.
- g. It shall not create excessive customer or service traffic.

I, \_\_\_\_\_ (name of applicant), hereby declare that my home occupation will comply with the Town of Port McNeill Zoning Bylaw No. 705, 2021 and any amendments thereto.

I, \_\_\_\_\_ further declare that there is ample **off-street** parking for all personal and business vehicles and **off-street** parking for business patrons. (1 space/500 sq. ft. plus 1 space/employee).

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date



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## **BUSINESS LICENCE REQUIREMENTS CHECK LIST**

The following requirements must be met before a business licence can be issued to a commercial venture and does not include a home-based business.

- Civic address must be displayed on outside of building.
- Must have thumb locks on exit doors.
- Must have a working fire extinguisher.
- All emergency lighting must be plugged in and working.
- Exit signs to be illuminated if present.
- Washroom must have an elongated open toilet seat.
- Electrical room is not to be used for storage.
- All required exit doors to be operational and unlocked.